### HOW TO ACE YOUR JOB APPLICATION?

AZIAN BINTI MOHD HANAFIAH 10 FEB 2022

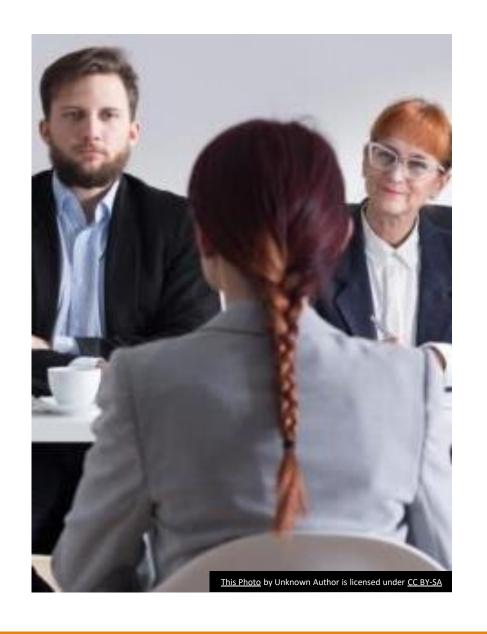


Speaker Profile – Azian binti Mohd Hanafiah

Has over 15 years of hands-on experience in Human Resources as HR Generalist. HR Practioners with MNC, GLC, International NGOs, SME in various industries range from Telco, Oil & Gas, Automotive, Training & Education.

She is certified National Competency Standard (NCS) Train the Trainer
She is certified HRDCorp Train the Trainer
She is certified with Advance Certificate Human Resource Management from Society
Human Resource Management (SHRM, US)

Currently Human Resource & Talent Acquisition Manager with Eduk8u Asia Grad School Training facilitator for Certified Payroll Program – Certified HRDCorp Program.

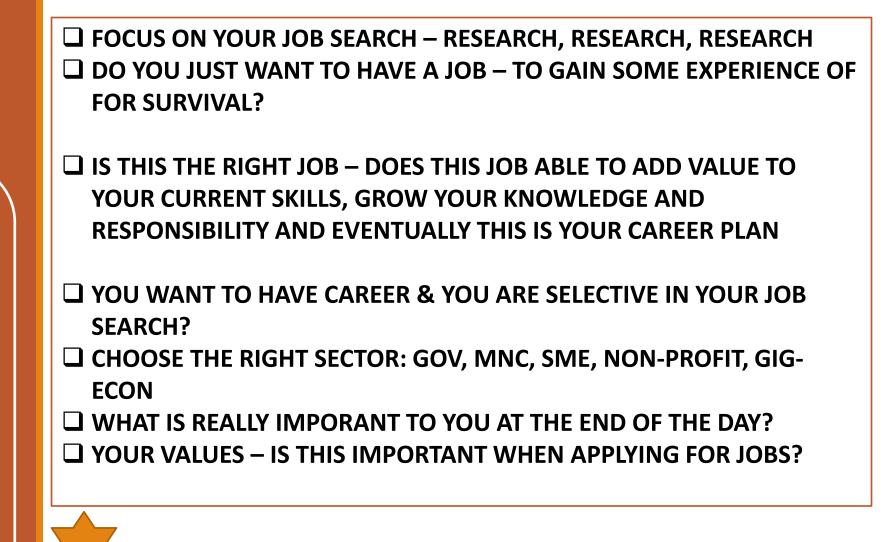


# Job Application is two-way process.

Company will be looking to see if you are the right for them.

You need to see if they are right for you

APPLYING
FOR THE
JOB – DO
YOU WANT
A JOB OR A
CAREER?



RECOMMENDATION – MAKE YOUR OWN DECISION MATRIX
- LIST OF WHAT IS IMPORTANT – WHAT YOU ARE LOOKING FOR

HOW TO
PRESENT YOUR
RESUME / CV MAKE IT
STAND OUT
FOR THE RIGHT
REASONS

- ☐ FOCUS ON YOUR JOB SEARCH ☐ DO YOU JUST WANT TO HAVE A JOB – TO GAIN SOME EXPERIENCE OF **FOR SURVIVAL?** ☐ IS THIS THE RIGHT JOB — DOES THIS JOB ABLE TO ADD VALUE TO YOUR CURRENT SKILLS, GROW YOUR KNOWLEDGE AND RESPONSIBILITY AND EVENTUALLY THIS IS YOUR CAREER PLAN ☐ YOU WANT TO HAVE CAREER; THEREFORE, YOU ARE SELECTIVE IN YOUR JOB SEARCH? ☐ WHAT IS REALLY IMPORANT TO YOU AT THE END OF THE DAY? ☐ YOUR VALUES – IS THIS IMPORTANT WHEN APPLYING FOR JOBS?
  - RECOMMENDATION MAKE YOUR OWN DECISION MATRIX
     LIST OF WHAT IS IMPORTANT WHAT YOU ARE LOOKING FOR

#### continue...

YOUR RESUME/ CV, & COVER LETTER,

THINGS THAT
MAY ANNOY
RECRUITERS ....



**RECOMMENDATION:** MAKE YOUR RESUME/CV **STANDS OUT FOR THE RIGHT REASONS**, TO BE IN THE SHORTLISTED INTERVIEW LIST.



If you have changing careers or have a few employment gaps, the skills-based CV is recommended, as it focuses on your skills rather than your work history.

#### THINGS THAT MAY ANNOY RECRUITERS

- □ Employment History: Not chronologically in order Always start with Current Position and backwards.
- ☐ Using One standard CV/Resume/ Cover letter fit all job application
- □ Not using more action Verb to attract recruiters' example, "led", "managed", "organized"
- ☐ Spelling Mistakes / Grammar Mistakes / Not Proof Reading
- ☐ Focus to much on job responsibilities but not the achievement and maybe too many pages \*Last 10 years working experience.
- □ Applying for the position when your qualification or experience is not relevant

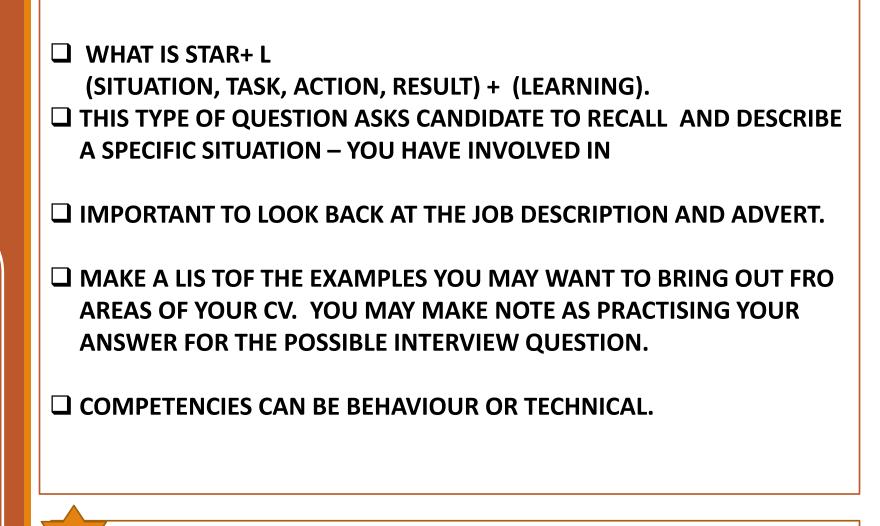
#### PREPARING FOR THE INTERVIEW

☐ DO YOU ALWAYS FEEL NERVOUS? PRACTICE, PRACTICE ☐ KNOW YOURSELF. DO YOU NEED CHECKLIST? WHAT MAKE YOU CONFIDENT, CALM AND COLLECTED? INFORMATION, KNOWLEDGE. ☐ KNOW THE LOCATION OF INTERVIEW, PLAN YOUR JOURNEY TO THE LOCATION. ☐ PREPARE YOUR LIST OF QUESTIONS FOR THE INTERVIEW. \*CULTURE, CAREER PROGRESSION, WHAT IS THE NORMAL DAY TO DAY THIS POSITION LOOK LIKE? .... Etc.

RECOMMENDATION – READ AGAIN ON THE JOB DESCIPTION OR THE JOB ADVERTISEMENT – ASK THE REASONS FOR THIS POSITION IS ADVERTISED

#### COMPETENCY BASED QUESTIONS START

**METHODS** 



RECOMMENDATION – PREPARE LIST OF WHAT IS YOUR STRENGTHS AND WHAT IS YOUR WEAKNESSES AND PLAN YOUR ANSWER FOR THE INTERVIEW.

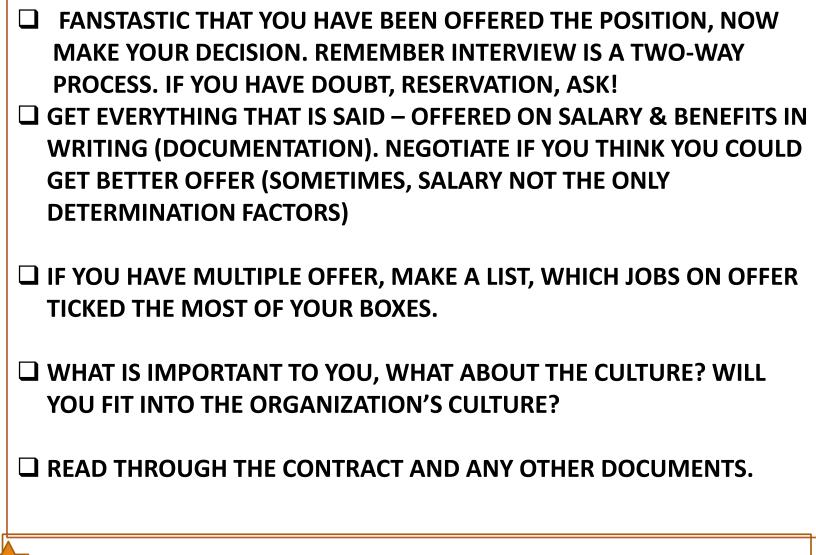
DAY OF THE
INTERVIEW –
MARKET YOUR
BRAND TO THE
POTENTIAL
FUTURE
EMPLOYER

☐ BUILD RAPPORT – MAKING CONNECTION AND GETTING OFF TO A **GREAT START.** \* ARRIVE EARLY AT LEAST 15 MIN BEFORE THE INTERVIEW START \*EYE CONTACT, BE PLEASANT, DRESS FOR THE INTERVIEW, WALK WITH CONFIDENT, BODY LANGUAGE ☐ WHAT IS YOUR BRAND? HOW HEALTY IS YOUR SOCMED PROFILE? YOUR FIRST IMPRESSION OF YOU IF IMPORTANT – PORTRAY YOUR PERSONALITY AND SKILLS – CONSISTANT WITH YOUR SOCIAL MEDIA, YOUR RESUME AND OTHERS INFORMATION WHICH THEY HIRING MANGER MAY HAVE. ☐ WHAT IS YOUR ELEVATOR PITCH – 30 SECONDS (INTRODUCE YOURSELF, SUMMARIZE YOUR BACKGROUND, LIST OF STRENGTHS AND SKILLS. POSITION YOU ARE LOOKING FOR. ☐ MARKET YOUR SKILLS AND ABILITIES TO HIRING MANAGER



RECOMMENDATION – KEEP TO THE POINT. FACTS.

6.AFTER THE
INTERVIEW –
OFFER,
NEGOTIATION
(MAKE IT
COUNT) OR
START ALL OVER
AGAIN.



RECOMMENDATION – CHECK OUT THE CONTRACT DETAILS AND BE SURE YOU KNOW EXACTLY WHAT YOU ARE SIGNING.

HOW TO DEAL WITH DISAPPOINTMENT

☐ NO OFFER, KEEP ON TRYING, DON'T GIVE UP. ☐ LOOK AT THE POSSIBILITY MAYBE TO IMPROVE, LOOK WHAT WENT WELL, WHAT YOU HAVE LERNED FROM THE INTERVIEW SESSION, WHAT YOU MAY DO DIFFERENTLY. IN ☐ KEEP POSITIVE AND LOOK FORWARDAND ADVERT. ☐ CHANGE YOUR STRATEGIES, MAYBE, INSTEAD APPLY FOR PERMANENT POSITION, LOOK OUT ALSO ON THE TEMPORARY POSITION. ☐ GET HELP IF NEEDED, FIND CAREER COACH, OR MENTOR.

NOTE: TURNING NEGATIVES INTO POSITIVES, TAKE THE LEARNING FROM THE INTERVIEW PROCESS AND IMPROVE IT IN THE NEXT INTERVIEW.

#### **SUMMARY**

- 1. APPLYING FOR THE JOB DO YOU WANT A JOB OR A CAREER?
- 2. HOW TO PRESENT YOUR RESUME / CV MAKE IT STAND OUT FOR THE RIGHT REASONS
- 3.PREPARING FOR THE INTERVIEW KNOW YOURSELF & KNOW THE COMPANY
- 4.PREPARE FOR TYPE OF INTERVIEW COMPETENCY BASED INTERVIEW STAR + L, (SITUATION, TASK, ACTION, RESULT) + (LEARNING).
- 5.DAY OF THE INTERVIEW MARKET YOUR BRAND TO THE POTENTIAL FUTURE EMPLOYER
- 6.AFTER THE INTERVIEW OFFER, NEGOTIATION (MAKE IT COUNT) OR START ALL OVER AGAIN.
- 7. HOW TO DEAL WITH DISAPPOINTMENT

Q & A

#### RESOURCES

FROM JAZZ TAN'S LINKEDIN PAGE

# Top 10 Sites to review your resume for free:

- 1. Zety Resume Builder
- 2. Resumonk
- 3. Resume dot com
- 4. VisualCV
- 5. Cvmaker
- 6. ResumUP
- 7. Resume Genius
- 8. Resumebuilder
- 9. Resume Baking
- 10. Enhancy

#### RESOURCES

FROM JAZZ TAN'S LINKEDIN PAGE

# Top 10 Sites for Interview Preparation:

- 1. Ambitionbox
- 2. AceTheInterview
- 3. Geeksforgeeks
- 4. Leetcode
- 5. Gainlo
- 6. Careercup
- 7. Codercareer
- 8. InterviewUp
- 9. InterviewBest
- 10. Indiabix

# Thank You

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